Chapter 4 Documents

TEXT   Text Header Table

```
 ENTER FUNCTION:  ...........  TRANS:  TEXT
                                                         DATE:
 TEXT HEADER TABLE                                       TIME:
 KEY IS TEXT REFERENCE NUMBER                            TERM:

 TEXT REF NUMBER....: ......
 TEXT TYPE CODE.....: ...    :
 TITLE..:..................................................................
 STATUS CODE........: .       :
 STATUS CHANGE DATE.:
 MAINTAINING AGENCY.: ...... :
 LAST REVIEW DATE...: ........
 BUYER LAST REVIEWED: ...     :
 USER ID LAST CHANGE:
 DATE LAST CHANGED..:
```

Purpose   The purpose of the Text Header Table it to provide the user with the capability of adding, changing, deleting and inquiring Text Header Records. The Text Header Records can be called into the program in the Solicitation process. Security for these records is based on the user and the Maintaining Agency of the Text.

Screen
Characteristics   Add, Change, Delete and Inquire Text Header Table.

Procedure
Cross-Reference   Chapter 2 Text Database Maintenance;

1.1 Add Text Header Table
1.2 Change Text Header Table
1.3 Delete Text Header Table
1.4 Inquire Text Header Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Text Ref Number	6	Unprotected. Key. Required on adds. This is a user assigned number that is unique in the text header record table. If left blank the program will return with the first record in the database.
Text Type Code	3	Unprotected. Required on adds. Must be a valid entry in BTAB Table TP (Text Type Code).
Text Type Title	30	Protected. The interpretation of the text type code from BTAB Table TP (Text Type Code).
Title	70	Unprotected. Required. User assigned title which can be used in locating the text at a later date.
Status Code	1	Unprotected. Reflects the status of the text. Must be a valid entry in the BTAB Type Table TS (Text Status Code).
Status Code Title	30	Protected. The interpretation of the status code from BTAB Table TS (Text Status Code).
Status Change Date	8	Protected. The date of the last change to the status code. Maintained by the system.
Maintaining Agency	6	Unprotected. Required on add. The agency number of the responsible (maintaining) agency.
Maintaining Agency Title	35	Protected. The title of the agency as provided from the Agency database.
Last Review Date	8	Unprotected. This date must be valid and can not exceed the input date.
Buyer Last Reviewed	3	Unprotected. The code identifying the buyer making the last review. This code must be valid in the ABUY Table.
Buyer Name	35	Protected. The name of the buyer from the ABUY Table.

Field Completion

Field	Size	Description
USERID Last Change	4	Protected. The user ID of the person making the last change to this record.
Date Last Changed	8	Protected. The date of the last change to this record.

TLRD   Text By Date Last Reviewed

```
ENTER FUNCTION:  ............  TRANS:  TLRD

 TEXT BY DATE LAST REVIEWED TABLE
 KEY IS DATE LAST REVIEWED AND TEXT REFERENCE


      DATE LAST REVIEWED   TEXT REFERENCE
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
           ..........         ......
```

Purpose   The purpose of the Text By Date Last Reviewed table is to provide the user with the ability of inquiry by the date of the last text review. Should the user require further detail, leafing to the TEXT table is permitted. The user will be able to view the record if security access permits.

**Screen
Characteristics**   Inquire Text Header Table.

**Procedure
Cross-Reference**   Chapter 2 Text Database Maintenance;

3.1 Inquire Text Header Table.

Field Completion

Field	Size	Description
Date Last Reviewed	10	Unprotected. Key. Required. If left blank the system will return with the earliest date in the database. If date is input the screen will return with that date and the first text reference number for that date. Format is CCYY MM DD.
Text Reference	6	Unprotected. Key. If left blank the system will return with the first text reference number for that date in the database. If input with the desired date the system will return with the desired combination.

TTCD   **Text By Text Type Code Table**

```
ENTER FUNCTION:  ............  TRANS:  TTCD
                                                        DATE:
 TEXT BY TEXT TYPE TABLE                                TIME:
 KEY IS TEXT TYPE AND TEXT REFERENCE                    TERM:

 TEXT TYPE...........: ... :

 TEXT
 REF     TITLE
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
 ......
```

Purpose   The purpose of the Text By Text Type Code Table is to provide the user with the capability of inquiry by text type code. After the correct text reference number is found the user can then leaf to the TEXT Table if security permits.

**Screen
Characteristics**   Inquire Text Header Table.

**Procedure
Cross-Reference**   Chapter 2 Text Database Maintenance;

                     3.1 Inquire Text Header Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Text Type	3	Unprotected. Key. Required. Must be valid entry in BTAB Table TP (Text Type Code).
Text Type Title	30	Protected. The interpretation of the text type code from BTAB Table TP (Text Type Code).
Text Ref	6	Unprotected. Key. If left blank the system will return with the first text reference number in the database.
Text Title	70	Protected. The title of the text reference number from the TEXT database.

TXLN   Text Line Table

```
ENTER FUNCTION:  ...........  TRANS:  TXLN
                                                            DATE:
 TEXT LINE TABLE                                            TIME:
 KEY IS TEXT REFERENCE NUMBER                               TERM:

 TEXT REF NUMBER....: ......
 TITLE..:
 MAINTAINING AGENCY.:        :
 STATUS CODE........:        :
 TEXT ACTION......: .   LINE NUMBER: ....   LINE TOTAL:

        ---------1---------2---------3---------4---------5---------6---------7
        ...................................................................
        ...................................................................
         ...................................................................
         ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
        ...................................................................
```

Purpose

The purpose of the Text Line Table is to provide the user with the ability to add and maintain text to be used as special terms and conditions, extended commodity descriptions, specifications, etc. Security for these records is based on the user and the Maintaining Agency of the Text header record.

Screen Characteristics

Add, Change, Delete/Insert and Inquire Text Line Table.

Procedure Cross-Reference

Chapter 2 Text Database Maintenance;

2.1 Add Text Line Table
2.2 Change Text Line Table
2.3 Delete/Insert Text Line Table
2.4 Inquire Text Line Table

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Text Ref Number	6	Unprotected. Key. Specifies the Text Reference number that will be added or viewed.
Title	70	Protected. The title of the text reference number from the Text database.
Maintaining Agency	6	Protected. The agency responsible for the maintaining the text as provided from the Text database.
Agency Title	30	Protected. The title of the agency from the Agency database.
Status Code	1	Protected. The status code from the Text database.
Status Title	30	Protected. The interpretation of the status code from BTAB Table TS (Text Status Code).
Text Action	1	Unprotected. Must be a valid text action code. Valid codes are: T - Top B - Bottom U - Page up D - Page down R - Relative I - Insert X - Delete
Line Number	4	Unprotected. Used with text action 'R' to indicate the relative number of lines to scroll.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Text Line	70	Unprotected. Free form text line at the users discretion. A (.) in the first position indicates a null line. Null lines are not allowed at the beginning of text lines or between text lines. Blank lines are created by changing the (.) to a space.

TXL2   THIS SCREEN NO LONGER AVAILABLE

```
ENTER FUNCTION:  ...........  TRANS:  TXL2
                                                        DATE:
 TEXT LINE TABLE #2                                     TIME:
 KEY IS TEXT REFERENCE NUMBER                           TERM:

 TEXT REF NUMBER....: ......
 TITLE..:
 MAINTAINING AGENCY.:         :
 STATUS CODE........:         :
 SCROLL ACTION......:    LINE NUMBER:      LINE TOTAL:

 ACT    ---------1---------2---------3---------4---------5---------6---------7
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
 ..
```

Purpose   The purpose of the Text Line Table #2 is to provide the user with the ability to insert or delete lines of text from the Text Line Table #1 (TXLN). Access to this table can only be achieved by leafing from TXLN. When appropriate action has been indicated, the system will automatically return to TXLN upon depressing enter key to process the indicated action.

**Screen
Characteristics**   Delete/Insert Text Line Table.

**Procedure
Cross-Reference**   Chapter 2 Text Database Maintenance;

                      2.3 Delete/Insert Text Line Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Text Ref Number	6	Protected. Key. Specifies the text reference number that will be added or viewed.
Title	70	Protected. The title of the text reference number from the Text database.
Maintaining Agency	6	Protected. The agency responsible for the text.
Agency Title	30	Protected. The title of the agency as provided from the Agency database.
Status Code	1	Protected. The status code from the Text database.
Status Title	30	Protected. The interpretation of the status code from BTAB Table TS (Text Status Code).
Scroll Action	1	Protected. The scroll action code carried forward from the TXLN screen.
Line Number	4	Protected. The line number field carried forward from the TXLN screen.
Line Total	4	Protected. Indicates the total number of lines associated with this text file.
Act(ion Code)	2	Unprotected. 'I' indicates insertion which will occur after the line. 'D' is used to indicate delete. 'D' followed by a number will cause a delete of that many lines. The number of delete lines cannot be greater than the number of lines displayed on the screen from the point of delete.
Text	70	Protected. A display of text carried forward from the TXLN screen. Any change action will cause the screen to return to TXLN with the appropriate action taken.

TXMA   Text By Maintaining Agency Number

```
ENTER FUNCTION:  ............  TRANS:  TXMA
                                                        DATE:
 TEXT BY MAINTAINING AGENCY NUMBER TABLE                TIME:
 KEY IS  MAINTAINING AGENCY AND TEXT REFERENCE          TERM:

 MAINTAINING AGENCY: ...... :

 TEXT
 REF     TITLE
 ......
 ......
 ......
 ......
 ......
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```

Purpose   The purpose of the Text By Maintaining Agency Number table is to provide the user with the ability to list all text references for a particular maintaining agency. Because security is at the agency level, if an unauthorized user attempts to access the table, the screen will appear void of data with the appropriate error message.

Screen Characteristics   Inquire Text Header Table.

Procedure Cross-Reference   Chapter 2 Text Database Maintenance;

3.1 Inquire Text Header Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Maintaining Agency	6	Unprotected. Key. If left blank and the user has the security for that agency the screen will return with the first agency in the database.
Agency Title	30	Protected. The title of the agency as provided from the Agency database.
Text Ref	6	Unprotected. Key. If left blank the system will start the list with the first text reference number in the database.
Title	70	Protected. The title of the text reference number from the Text database.

TXST   Text By Status Code

```
ENTER FUNCTION:  ............  TRANS:  TXST
                                                            DATE:
 TEXT BY STATUS CODE TABLE                                  TIME:
 KEY IS STATUS CODE AND TEXT REFERENCE                      TERM:

 STATUS CODE.........: .    :

 TEXT
 REF    TITLE
 ......
 ......
 ......
 ......
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 ......
 ......
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```

Purpose

The purpose of the Text By Status Code table is to provide the user with the ability to inquire the TEXT database by the status code of the text. After the desired text reference has been found the user can leaf to the TEXT table if security permits.

Screen
Characteristics   Inquire Text Header Table.

Procedure
Cross-Reference   Chapter 2 Text Database Maintenance;

3.1 Inquire Text Header Table.

Field Completion

Field	Size	Description
Date	8	Protected. Maintained by system. Current date.
Time	8	Protected. Maintained by system. Current time.
Term	8	Protected. Maintained by system. Terminal ID logged on to transaction.
Status Code	1	Unprotected. Key. If left blank the system will return with the first status code in the database.
Status Code Title	30	Protected. The interpretation of the status code from BTAB Table TS (Text Status Code).
Text Ref	6	Unprotected. Key. If left blank the system will return with the first text reference number for the status code specified.
Title	70	Protected. The title of the text reference number from the Text database.

TXTL   Text By Title

```
ENTER FUNCTION:  ...........  TRANS:  TXTL

 TEXT BY TITLE TABLE
 KEY IS TITLE

                                                            TEXT
 TITLE                                                       REF
 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
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 .........................................................................
 .........................................................................
 .........................................................................
 .........................................................................
```

Purpose   The purpose of the Text By Title table is to provide the user with the ability to inquire the Text database by text title. After the correct title is found the user can then leaf to the TEXT table if security permits.

**Screen
Characteristics**   Inquire Text Header Table.

**Procedure
Cross-Reference**   Chapter 2 Text Database Maintenance;

                       3.1 Inquire Text Header Table.

Field Completion

Field	Size	Description
Title	70	Unprotected. Key. Required. The title or part of the title from the Text database. If left blank the system will return with the first title in the database.
Text Ref	6	Protected. The text reference that corresponds to the title specified.